

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PARK INTERPRETER

JOB DESCRIPTION

Employees in this job complete or oversee a variety of professional assignments to carry out interpretive programs involving the natural features of park and recreation areas. Work is performed by planning, constructing, and maintaining all interpretive exhibits, display information panels, and historical period settings in the park.

There are four classifications in this job.

Position Code Title – Park Interpreter-E

Park Interpreter 9

This is the entry level. As a trainee, the employee carries out a range of professional park interpreter assignments while learning the methods of the work.

Park Interpreter 10

This is the intermediate level. The employee performs an expanding range of professional park interpreter assignments in a developing capacity.

Park Interpreter P11

This is the experienced level. The employee performs a full range of professional park interpreter assignments in a full functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate course of action.

Position Title – Park Interpreter-A

Park Interpreter 12

This is the advanced level. The employee may function as a lead worker or senior worker. The employee is responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

PARK INTERPRETER

PAGE No. 2

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Operates a nature center, museum or interpretive center in a state park or recreation area.

Interprets natural, scientific and man-made features of an area to increase the park visitor's appreciation of the natural and historic values of the state.

Operates and maintains park equipment, sophisticated audio-visual equipment, and miscellaneous power equipment and hand tools.

Initiates and conducts research concerning natural, man-made features for inclusion in park interpretive master plans, exhibits and programs.

Enforces park rules, which may require the issuing of appearance tickets, appearing in a court to testify and the preparation of related documents and reports.

Assists park manager and gives input on budget estimates, requests, analyses of programs and special correspondence relating to the park interpretation program.

Make recommendations for state park master plans to insure the preservation of natural and scientific features.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

Additional Job Duties

Park Interpreter 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Park Interpreter 12 (Senior Worker)

Performs on a regular basis professional park interpreter assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

PARK INTERPRETER

PAGE No. 3

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the natural sciences and history.

Knowledge of photography and audio-visual program production.

Knowledge of the plants, insects and animals native to Michigan.

Knowledge of park activities.

Knowledge of taxidermy.

Ability to express complicated concepts in language understandable to the layperson.

Ability to write interpretive materials for publication.

Ability to draw, sketch, and prepare interpretive displays.

Ability to plan, direct and conduct research of a natural or scientific nature.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Park Interpreter 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some jobs require an employee to work on high structures.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to work outdoors as well as in an office.

PARK INTERPRETER

PAGE No. 4

Some jobs require an employee to perform detail work on a light table for extended periods.

Physical Requirements

The job duties require an employee to stand, walk, reach, stoop, or bend for extended periods.

The job duties require an employee to climb ladders.

The job duties require an employee to direct and participate in recreational activities.

Some jobs require travel.

Education

Possession of a bachelor's degree in natural science or park management.

Experience

Park Interpreter 9

No specific amount or type is required.

Park Interpreter 10

One year of experience providing professional park Interpretation services equivalent to a Park Interpreter in state service.

Park Interpreter P11

Two years of experience providing professional park interpretation services equivalent to a Park Interpreter in state service, including one year equivalent to an intermediate level Park Interpreter.

Park Interpreter 12

Three years of experience providing professional park interpretation services equivalent to a Park Interpreter state service, including one year equivalent to an experienced level Park Interpreter.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

PARK INTERPRETER

PAGE No. 5

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PARKINTPR

Job Code Description

Park Interpreter

Position Title

Park Interpreter-E

Park Interpreter-A

Position Code

PARKTPRE

PARKTPRA

Pay Schedule

W22-010

W22-057

ECP Group 2
Revised 12/11/2000
PAP/VLWT/CAG/VT